

## **CITY OF BURBANK**

### **LANDFILL SUPERVISOR**

#### **DEFINITION**

Under direction, to plan, coordinate, and supervise the City's landfill operation; to perform grading functions as needed; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assigns, directs, and supervises the work of a landfill crew; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; inspects landfill equipment to ensure its proper function; inspects gas control facilities; conducts meter probes to detect methane gas in landfill perimeter; ensures that landfill is properly graded; coordinates activities with private contractors, ensuring contract compliance; operates equipment as required; ensures proper care and use of tools and equipment; maintains daily personnel and equipment time sheets; reads grading plans and specifications; prepares written reports; computes earth quantities for cut and cover operation; monitors and tests leachate control systems; gathers data and maintains records of landfill deposit areas by type of materials; oversees composting operations; trains and evaluates employees; conducts safety meetings and enforces safety regulations; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - equipment and practices used in conducting landfill operations; methane gas, leachate control, and principles of effective landfill management; regulatory agencies' requirements for landfill operation and management.
- Ability to - maintain records and statistics; supervise the operations of heavy equipment and the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to high school graduation or equivalent and four years' experience in public works construction, maintenance or landfill operations, including at least one year in a supervisory capacity.

**Special Conditions & Requirements:** Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

**License & Certificates:** A valid California Class "B" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.